

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**FORENSIC TECHNICIAN**

**JOB DESCRIPTION**

Employees in this job participate in a variety of analytical laboratory support activities for specific forensic disciplines. Work is performed through the application of a body of knowledge related to standard laboratory methods, practices, procedures, policies, regulations, protocols, and laboratory materials and equipment utilized in the processing of evidence for criminal, law enforcement or investigative work. These positions work in a State Police laboratory.

There are five classifications in this job.

**Position Code Title – Forensic Technician-E**

Forensic Technician 8

This is the beginning level. The employee works in a learning capacity while performing a range of forensic technician assignments under close supervision.

Forensic Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of forensic technician assignments.

Forensic Technician E10

This is the experienced level. The employee performs a full range of forensic technician assignments and uses considerable judgment in making decisions requiring the interpretation and application of guidelines with considerable latitude to specific work situations.

**Position Code Title – Forensic Technician-A**

Forensic Technician 11

This is the advanced level. The employee at this level functions as either a lead worker responsible for overseeing the work activities of other forensic technicians, or as a senior worker, performing the most complex forensic technician assignments beyond those expected at the experienced level that have been approved by Civil Service.

**Position Code Title – Forensic Technician-SS**

Forensic Technician 12

This is the staff specialist level. The employee utilizes specialized technical knowledge in performing highly complex forensic technician assignments involving authority for an assigned program. Staff specialist positions have sole and full-time responsibility for an assigned program area, and are recognized through approval by Civil Service.

## **FORENSIC TECHNICIAN**

### **PAGE NO. 2**

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs biological, hematological, chemical, or physical analysis and determinations at the direction of professional staff.

Performs physical, bacteriological, chemical, or serological tests on a variety of samples including blood, sputum, urine, milk, water, food products, contaminants, industrial and municipal wastes, soils, and construction materials at the direction of professional staff.

Operates, adjusts, and maintains scientific instruments, including, but not limited to pH meters, infrared spectrophotometers, chromatography apparatuses, analytical balances, gas chromatograph/mass spectrometers, and genetic analyzers.

Prepares chemical reagents and biological media according to formulae; assumes responsibility for accuracy in the preparation and standardization of solutions; monitors expiration of reagents.

Follows required aseptic techniques in dispensing base media.

Logs samples and related pertinent information, and has responsibility for containers and specimens that may be involved in court action.

Receives handles and returns evidence to the appropriate agency relating to criminal matters.

Prepares exhibits and makes microscopic observations.

Prepares and analyzes blood specimens for foreign substances.

Prepares and packages biohazard wastes and materials generated in the laboratory for external disposal.

Performs biochemical tests and analyses using electrophoresis or chromatography.

Analyzes biochemical and other data under the direction of professional staff and prepares reports.

## **FORENSIC TECHNICIAN**

### **PAGE NO. 3**

Stays informed of, and strictly adheres to, new techniques, policies, procedures and protocols.

Monitors and maintains inventory of supplies and stocks on hand for laboratory use.

Maintains technical records and prepares reports.

Participates in appropriate training programs, conferences and seminars to enhance proficiency and knowledge.

Completes proficiency tests independently as assigned.

Enters appropriate data and information into, reviews results or information as necessary from any specialized or automated forensic databases including, but not limited to, the Integrated Ballistics Identification System (IBIS), the Automated Fingerprint Identification System (AFIS) and the Combined DNA Index System (CODIS).

Assists other labs that do not have a forensic technician in a particular discipline. This may include long distance travel.

Provides training to other forensic technicians as well as to city, county, and state agencies.

May be required to testify in a court of law.

Performs related work appropriate to the classification as assigned.

### **Additional Job Duties**

#### **Forensic Technician 11 (Lead Worker)**

Coordinates the work of other forensic technicians by scheduling assignments and overseeing the work.

Assures the work quantity and quality by requiring strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the needs of the work area.

Schedules and oversees the maintenance, adjustment, or calibration of laboratory instruments, apparatus, or testing devices.

#### **Forensic Technician 11 (Senior Worker)**

Performs on a regular basis forensic technician assignments that are recognized as the most complex.

## **FORENSIC TECHNICIAN**

**PAGE NO. 4**

### **Forensic Technician-12**

Exercises independent authority and responsibility for an assigned program area.

Serves as recognized expert within a program area, and provides technical assistance to other departmental staff.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of laboratory tests and analyses.

Knowledge of laboratory terminology and equipment.

Knowledge of methods of preparing stains, solutions, and media.

Knowledge of the methods of analyzing blood, sputum, milk, water, urine, food products, contaminants, soils, and industrial and municipal wastes.

Knowledge of Quality Assurance Procedures.

Knowledge of laboratory universal safety precautions.

Ability to handle samples and laboratory equipment.

Ability to make mathematical computations.

Ability to keep records.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to interpret instrumental data and results.

#### **Additional Knowledge and Abilities**

##### **Forensic Technician E10**

Ability to testify in a court of law.

## **FORENSIC TECHNICIAN**

### **PAGE NO. 5**

Ability to independently enter and review appropriate data and information pertaining to the Integrated Ballistics Identification System (IBIS), the Automated Fingerprint Identification System (AFIS), or the Combined DNA Index System (CODIS).

Ability to provide training to other forensic technicians and clientele.

#### **Forensic Technician 11 (Lead Worker)**

Ability to organize and coordinate technical activities of the work unit.

Ability to determine work priorities and assign work to other forensic technicians.

#### **Forensic Technician 11 (Senior Worker)**

Ability to perform the most complex forensic technician assignments.

#### **Forensic Technician 12**

Some knowledge of the programmatic and developmental aspects of assigned program area.

Ability to organize and carry out assigned program.

Ability to adapt new technology and methods to enhance program effectiveness.

### **Working Conditions**

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require an employee to work in close proximity to caustic chemicals in a confined area.

### **Physical Requirements**

None.

### **Education**

Possession of an associate's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

## **FORENSIC TECHNICIAN**

**PAGE NO. 6**

### **Experience**

#### **Forensic Technician 8**

No specific type or amount of experience is required.

#### **Forensic Technician 9**

One year of experience as a forensic technician.

#### **Forensic Technician E10**

Two years of experience as a forensic technician.

#### **Forensic Technician 11**

Three years of experience as a forensic technician, including one year of experience as a Forensic Technician E10.

#### **Forensic Technician 12**

Two years of experience as a Forensic Technician E10 or one year of experience as a Forensic Technician 11.

### **Special Requirements, Licenses, and Certifications**

Some positions within this class series are assigned job duties that may require possession of a current, valid driver's license to operate a designated state vehicle.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

FORNTCH

### **Job Code Description**

Forensic Technician

### **Position Title**

Forensic Technician-E

Forensic Technician-A

Forensic Technician-SS

### **Position Code**

FORNTCHE

FORNTCHA

FORTCHSS

### **Pay Schedule**

L32-006

L32-012

L32-013